

Frederick County Ethics Commission
Minutes for the Public Meeting of Wednesday, September 14, 2016

Present: Brian Duncan, Chair
 Stephen K. Hess, Vice Chair
 Christopher Glass, Sr., Commission Member
 Timothy Tosten, Commission Member
 Ernest A. Heller, Alternate Commission Member
 Linda B. Thall, Senior Assistant County Attorney

The meeting of the Frederick County Ethics Commission began at 7:00 p.m. on September 14, 2016, in the Winchester Room on the 2nd floor of Winchester Hall, 12 East Church Street, Frederick, Maryland 21701.

Approval of the Minutes – Prior to the meeting, the members received the draft minutes for the meeting held on August 10. The members had no changes to the minutes.

MOTION: Mr. Tosten made a motion to approve the minutes as drafted. Mr. Glass seconded the motion, which was approved by unanimous consent.

Discussion of financial disclosure statements – In advance of the Commission's meeting, the members reviewed the financial disclosure statements handed out at the August meeting. The statements were submitted by those County officials and employees and members of County boards and commissions who are covered by the disclosure requirements in the Ethics Law. Mr. Heller identified seven disclosure statements that raised questions. Six of the seven disclosures identified involved possible conflicts of interest due to other employment or outside business interests. Mr. Tosten discussed four of the financial disclosure statements he reviewed. Three of these disclosure statements involved outside employment. Mr. Duncan raised a question as to whether supervisors should be asked to approve outside employment before the employees they supervise accept the other employment. The members also discussed the role of the Ethics Commission in this process.

Mr. Glass suggested that training be provided on conflicts of interest arising out of outside employment and that this subject be included in the annual training that the Ethics Commission is considering. Mr. Hess and Mr. Glass stated that their reviews did not turn up any issues requiring further attention. Mr. Duncan had no comments on the disclosure statements he reviewed. Most of the questions presented by the members were resolved during the Commission's discussion. The Commission directed counsel to follow up with three individuals who submitted financial disclosure statements to obtain additional information and report back to the Commission. Mr. Duncan will draft a letter recommending that employees who wish to accept secondary employment submit a request to their supervisors so that the supervisor can determine whether the secondary

employment could result in a conflict of interest. Mr. Tosten agreed to provide a copy of the form that his employer uses for this purpose.

Discussion of a training program on the Ethics Law – The Commission members discussed the need for ongoing training on the Ethics Law. The Commission members agreed that they would look for online ethics training to see how other jurisdictions handle this matter. The Commission members will then discuss this at a future meeting. After discussing this further, the members may meet with some Division Directors to obtain their feedback.

Adjournment

The Ethics Commission adjourned its meeting at 7:55 p.m.

/s/
Linda B. Thall, Senior Assistant County Attorney